



*Paper goods, food, disposable utensils and items which may not be reused are property of the library and are not for use by other groups.\* With the exception of garbage bags which are provided for the use of all.*

- √ Empty trash/recycle cans, bring trash/recyclables to the dumpster behind Town Hall. Don't forget DIAPERS, please...
- √ Replace trash can liners, they are found in a lower cabinet to the right near the kitchen sink
- √ Flush toilets, make sure all faucets are off and no water is running
- √ Clean table tops
- √ Vacuum –located in kitchen, to the left of the refrigerator
- √ Wash/dry and replace any/all dishes and utensils you use
- √ Leave used dishtowels on the counter
- √ Arrange all furniture as you found it
- √ Turn off all lights
- √ Lock Doors, return key to Police Dispatcher if used

*Thank you for helping to maintain these shared spaces.*

Signed \_\_\_\_\_ Date: \_\_\_\_\_